

**STATE UNIVERSITY OF NEW YORK**  
**DOWNSTATE MEDICAL CENTER [HSCB]**  
**FACULTY AND PROFESSIONAL STAFF BYLAWS**

**Preamble**

As directed by the Policies of the Board of Trustees of the State University of New York, the Faculty of Downstate Medical Center [HSCB] shall have the obligation to participate significantly and with responsibility in the initiation, development and implementation of the programs and policies of the Downstate Medical Center [HSCB] and its constituent Schools or Colleges. Recognition is made of the fact that participation implies a cooperative effort among members of the academic community. The Faculty and Professional Staff of the Downstate Medical Center [HSCB] do hereby enact these Bylaws to define the organization and procedures necessary for the execution of its duties and responsibilities. In addition, the Faculty and Professional Staff of each constituent School or College of the Medical Center shall enact their own bylaws defining the organization and procedures necessary for the execution of their duties and responsibilities; providing such bylaws are consistent with, not contrary or inimical to, nor detract from the Downstate Medical Center [HSCB] Bylaws herein set forth.

**ARTICLE 1:**

**DEFINITION OF TERMS**

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|-------------------------------|---|
| Item 1 - "University"         | State University of New York.   |
| Item 2 - "Board of Trustees"  | Board of Trustees of the State University of New York.  |
| Item 3 - "Chancellor"         | The Chief Administrative Officer of the State.  |
| Item 4 - "Medical Center"     | The Downstate Medical Center [HSCB] of State University of New York. Abbreviated as DMC [HSCB].   |
| Item 5 - "The Faculty"        | The Faculty of the Downstate Medical Center [HSCB], consisting of the Chancellor of the University, the President of the Medical Center, and all members of the academic staff of the Medical Center. |
| Item 6 - "President"          | The Chief Administrative Officer of the Downstate Medical Center [HSCB].  |
| Item 7 - "Academic Staff"     | Those persons having full academic rank or qualified academic rank at the Medical Center as defined in the Policies of the Board of Trustees, Article II, 1973.                                       |
| Item 8 - "Professional Staff" | All persons in the departments of instruction in the schools or   |

colleges, occupying positions designated by the President and confirmed by the Committee on Faculty and Professional Staff Personnel Policies of the schools or colleges or as defined in the contract under the Taylor Law, as supporting the educational and research goals of the schools or colleges.

Item 9 - "School or College" A distinct organizational unit of the Medical Center which is responsible for instruction in one or more discrete areas.

Item 10 - "Consult with Faculty" Consultation shall take the form of discussion and advice prior to the taking of official action.

## **ARTICLE II**

### **RESPONSIBILITIES OF THE FACULTY AND PROFESSIONAL STAFF**

The Faculty and Professional Staff is responsible for the development and implementation of programs and policies in accordance with the standards for Articles of Governance of the State University Faculty Senate, subject to the authority of the State University Trustees and not inconsistent with the powers and policies thereof. Responsibilities of the Faculty and Professional Staff include:

Item 1- The development and conduct of educational, research and service programs of the Medical Center.

Item 2 - The maintenance of academic standards, including requirements for admission and the granting of degrees.

Item 3- Significant participation in the formulation of faculty and professional staff personnel policies including appointments, promotions and selection of administrative officers, department chairman and division chairman.

Item 4 -Consultation in the preparation of the budget including an annual review of the budget by the Center-Wide Research, Resources, Planning and Budget Committee, (see Article IV, Section E, Item 3)

Item 5 - The encouragement and development of student participation in educational programs of the Center.

Item 6 - Participate jointly with the administration in the periodic assessment of Faculty-Professional Staff and Administrative activities in the areas of Faculty and Professional Staff responsibility.

### ARTICLE III

#### ORGANIZATION OF THE DMC FACULTY AND PROFESSIONAL STAFF

##### **Section A: Faculty and Professional Staff Assembly**

The organization of the total Faculty and Professional Staff at the Medical Center shall be known as the DMC [HSCB] Faculty and Professional Staff Assembly. In addition, each constituent school or college of the Medical Center shall have a Faculty and Professional Staff Assembly whose membership and organization shall be defined in bylaws.

Item 1 -Membership: Membership in the DMC [HSCB] Faculty and Professional Staff Assembly shall consist of the Faculty of the Medical Center as defined in Article I, Item 5 and the professional staff s defined in Article I, Item 8.

Item 2 -Voting Membership: The voting members of the DMC [HSCB] Faculty and Professional Staff Assembly shall consist of the Chancellor of the University, President of the Medical Center and the voting membership of the constituent schools or colleges.

Item 3 -Student Participation: There shall be one duly elected non-voting student representative from each of the schools or colleges in the Faculty and Professional Staff Assembly of the Medical Center. He shall be the Presiding Officer of his college or school student organization or his delegate.

##### **Section B: Officers of The DMC [HSCB] Faculty and Professional Staff Assembly**

Item 1 - The officers of the DMC [HSCB] Faculty and Professional Staff shall consist of a Presiding Officer, an Presiding Officer Elect, and a Secretary. They shall be elected biannually by a majority of those casting ballots and their names shall be announced prior to the end of the academic year. The Presiding Officer Elect shall assume the office of Presiding Officer automatically at the expiration of the Presiding Officer's Term or whenever that office becomes vacated.

Item 2 - The duties of the Officers shall be as follows:

- (a) The Presiding Officer shall preside at the meetings of the DMC [HSCB] Faculty and Professional Staff Assembly and the Committee of the DMC [HSCB] Faculty and Professional Staff. He shall be a member ex-officio of all DMC [HSCB] committees and perform such duties as are appropriate to his office; The Presiding Officer shall appoint a Parliamentarian each year who shall also serve as a Parliamentarian of the Committee of the DMC [HSCB] Faculty and Professional Staff.
- (b) The Presiding Officer Elect shall assist the Presiding Officer to perform his duties and shall preside in the event of his absence.
- (c) The Secretary of the DMC [HSCB] Faculty and Professional Staff Assembly shall also serve as Secretary to Committee of the DMC [HSCB] Faculty and Professional Staff. He shall notify the DMC [HSCB] Faculty and Professional Staff Assembly of all meetings, keep the minutes and records of the DMC [HSCB] Faculty and Professional Staff Assembly, and distribute copies of the minutes to each member after each meeting. The Secretary and the Librarian shall each keep a permanent file of the minutes, and up-to-date copy of these Bylaws and a roster of the voting Faculty and Professional Staff, all for use and inspection by the Faculty and Professional Staff.

Item 3 - The Senators and Alternate Senators to the State University of New York Faculty Senate. Senators and Alternate Senators shall be elected and function in accordance with Article VII of the Policies of the Board of Trustees of the State University of New York for a term of three years. They shall represent the DMC [HSCB] Faculty and Professional Staff Assembly at the meetings of the State University Senate. At the meeting of the Faculty Assembly immediately subsequent to each meeting of the Senate, the Senators or Alternate Senators shall report on any questions raised or actions taken which are of interest to the DMC [HSCB] Faculty and Professional Staff.

**Section C: Meeting of The Faculty and Professional Staff Assembly**

Item 1 -Regular Meetings: Two regular meetings of the DMC [HSCB] Faculty and Professional Staff Assembly shall be held in each academic year during the months of October-November and April-May. The Secretary of the Faculty and Professional Staff Assembly shall notify each member of the voting Faculty and Professional Staff at least one week in advance of each meeting.

Item 2 - Special Meetings: Special meetings may be called by the Chancellor, by the President, by the Presiding Officer of the DMC [HSCB] Faculty and Professional Staff Assembly, or at the request of ten members of the Committee of the Faculty and Professional Staff of the DMC [HSCB]. Special meetings must also be called by the Presiding Officer upon written application of twenty-five members of the voting Faculty and Professional Staff of the Center. This should be done in no more than ten days of receipt of this application and every effort be made to notify the voting Faculty and Professional Staff of the meeting. The business of such meetings shall be indicated on the notice of the meeting and shall be limited to the matter set forth in the application.

Item 3 - Quorum: A quorum at any meeting of the DMC [HSCB] Faculty and Professional Staff Assembly shall consist of 10% of the voting Faculty and Professional Staff, or a minimum number of forty.

Item 4 - Order of Business: The order of business at DMC [HSCB] Faculty and Professional Staff Assembly meetings, except for special meetings, shall be:

- (a) Reading and approval of minutes of previous meetings.
- (b) Report of the Chancellor of University.
- (c) Report of the President of the Medical Center.
- (d) Report of the Presiding Officer.
- (e) Report of the Senators.
- (f) Report of elections, when these have been held.
- (g) Reports of Committees.
- (h) Reports of Special Committees.
- (i) Report of Secretary.
- (j) Unfinished business.
- (k) New business - Items of new business may be presented at any meeting of the [HSCB] Faculty and Professional Staff Assembly. Unlimited discussion is allowed but discussion may be terminated by a vote of two-thirds of those present and voting. Any resolution may be voted upon without those present and voting. Any resolution may be voted upon without delay by voice and considered passed if approved by a simple majority of assembly members present and voting; however, any resolution must be voted on by a mail ballot sent to all voting members of the Faculty and Professional Staff under any of the following circumstances:

- (i) By vote of twenty-five members present at the Assembly Meeting.
- (ii) By vote of the majority of the Committee of the Faculty and Professional Staff at its next meeting.
- (iii) By petition of twenty-five members of the voting Faculty and Professional Staff within ten days of the distribution of the minutes of the meeting.

Item 5 - A written secret ballot shall be used:

- (a) For elections.
- (b) For all resolutions under the circumstances listed in Item 4.

Item 6 - The manner of voting on resolution by mail shall be as follows: Within two weeks of the fulfillment of any of the circumstances listed in Item 4, a secret ballot (accompanied by the text of the final resolution) shall be sent by the Secretary of the DMC [HSCB] Faculty and Professional Staff Assembly to members of voting Faculty and Professional Staff.

Item 7 - A resolution shall be considered passed if a majority of the votes cast are in its favor.

Item 8 - Unless otherwise provided in these Bylaws, Robert's Rules of Order (latest edition), shall govern the conduct of business of DMC [HSCB] Faculty and Professional Staff Assembly.

#### ARTICLE IV

#### COMMITTEE OF THE DMC [HSCB] FACULTY AND PROFESSIONAL STAFF

##### **Section A: Membership**

The Committee of the DMC [HSCB] Faculty and Professional Staff shall consist of:

- (a) The Officers of the DMC [HSCB] Faculty and Professional Staff Assembly.
- (b) The Senators elected by voting members of the DMC [HSCB] Faculty and Professional Staff Assembly to the State University of New York Faculty Senate.
- (c) The Presiding Officer of Faculty and Professional Staff Assembly of each constituent college or school.
- (d) Twenty elected members, ten (10) of which shall be from the College of Medicine, four (4) from the School of Graduate Studies, three (3) from the College of Health Related Professions and three (3) from the College of Nursing. These members will be elected as determined by the Bylaws of each constituent college or school.
- (e) The President of the Downstate Medical Center [HSCB] shall be ex-officio.

##### **Section B: Officers of The Committee of The DMC [HSCB] Faculty and Professional Staff**

- (a) CHAIRMAN - The Presiding Officer of the DMC [HSCB] Faculty and Professional Staff Assembly shall be Chairman. In his absence the Vice Chairman (Presiding Officer Elect) shall preside. In the event that both the Chairman and Vice Chairman are absent, the Secretary

shall preside at meetings and shall designate another committee member to act as secretary.

- (b) VICE CHAIRMAN -The Presiding Officer Elect of the DMC [HSCB] Faculty and Professional Staff Assembly shall be Vice Chairman.
- (c) SECRETARY-The Secretary of the DMC [HSCB] Faculty and Professional Staff Assembly shall be Secretary.

**Section C: Meetings of The Committee of The DMC [HSCB] Faculty and Professional Staff**

- (a) The first regular meeting of the Committee shall take place in September. Thereafter, the Committee shall meet regularly at bimonthly intervals, with a meeting to precede each meeting of the Faculty and Professional Staff Assembly.
- (b) Special meetings may be called by the President or Chairman of the Committee of the DMC [HSCB] Faculty and Professional Staff at any time.
- (c) The Secretary of the Committee of the DMC [HSCB] Faculty and Professional Staff shall be responsible for the preparation of an agenda for each regular meeting which includes:-
  - (i) Status reports from the Presiding Officer of each constituent school or college, and
  - (ii) Status reports from each standing committee of the Committee of the DMC [HSCB] Faculty and Professional Staff. In addition, the Secretary of the Committee of the DMC [HSCB] Faculty and Professional Staff shall be responsible for the preparation of the minutes of the meetings of the Committee, and for the distribution of these to the following persons: The President, the Deans of the Schools, the Chairman of Departments or Divisions, the Librarian, the Senators, the Alternate Senators, and members of the Committee. Copies will also be sent to the Librarian, who will make them available to members of the faculty upon request.
- (d) Robert's Rules of Order (latest edition) shall govern the conduct of meetings of the Committee of the DMC [HSCB] Faculty and Professional Staff.

**Section D: Functions of The Committee of The DMC [HSCB] Faculty and Professional Staff**

- (a) The Committee shall act as the representative of the Faculty and Professional Staff Assembly in all matters referred to it by its Presiding Officer, its subcommittees, the DMC [HSCB] Faculty and Professional Staff Assembly, Student Organizations or Administration.
- (b) The Committee shall review the status of Faculty and Professional Staff participation in the member schools of the Medical Center. The Committee shall determine whether such participation is consistent with the Policies of the Board of Trustees of the State University of New York, and with the Bylaws of the Medical Center. Recommendations for revisions of Faculty and Professional Staff participation shall be made to the President when necessary.
- (c) The Committee shall be responsible for the notification of meetings of DMC [HSCB] Faculty and Professional Staff Assembly to be distributed by the secretary to all voting members of the Assembly.
- (d) The Committee shall discuss and deliberate upon those reports and/or resolutions that are submitted to it

as described in Article VI, Item i, j, "General Rules." It shall study such reports and resolutions particularly from the standpoint of their impact on the total operations of the Medical Center. The Committee shall be empowered to take such action as it seems necessary in the interest of the Faculty and Professional Staff. The Committee, through the Presiding Officer (Chairman), shall be prepared to present its recommendation or its reasoned criticism of the report and/or resolution at the next meeting of the DMC [HSCB] Faculty and Professional Staff Assembly.

- (e) The Committee shall ensure that the resolutions or other determinations of the DMC [HSCB] Faculty and Professional Staff are communicated to Administration for information and implementation or change when necessary and proper.
- (f) The committee shall be authorized to initiate recommendations and/or resolutions in the interest of the DMC [HSCB] Faculty and Professional Staff and submit them to the President for information and action.
- (g) The Committee shall be responsible for keeping a permanent file of reports and the texts of the passed resolutions of all the other Faculty and Professional Staff Assemblies of the Medical Center.

**Section E: Subcommittees of The Committee of The DMC [HSCB] Faculty and Professional Staff**

- Educational Policy and Curriculum Integration
- Faculty and Professional Staff Personnel Policies
- Research, Resources, Planning and Budget
- Nominations, Elections and Ballots
- Bylaws
- Library

**The Committee of Educational Policy and Curriculum Integration**

**A. Membership**

- (1) The Education Policy and Curriculum Integration Committee shall consist of eleven members. These will consist of the Chairman and one other member of the Committee with comparable responsibilities

in the College of Medicine and the Chairman of the Committee with the responsibilities in the other constituent schools and colleges. In addition, there will be a member from the Committee of DMC [HSCB] Faculty and Professional Staff (elected by that group), two student members from the College of Medicine and one student member from each of the or constituent colleges and schools.

- (2) This Committee will be initially convened by the member from the Committee of the DMC [HSCB] Faculty but will elect its own Chairman at its initial meeting.
- (3) President of the Downstate Medical Center [HSCB] and the Presiding Officer of the DMC [HSCB] Faculty Assembly shall be ex-officio members.

## **B. Functions**

- (1) Committee on Educational Policy and Curriculum Integration shall continually study the overall educational policy of the Medical Center, and where deemed advisable, make recommendations dealing with matters in this area for action by the Committee of the Faculty and Professional Staff.
- (2) Committee shall review proposed curriculum changes in any School or College of the Medical Center, with view to assessing the possible impact of such changes on total educational policy of the Center, and on the teaching programs of or Colleges or Schools of the Center and make recommendations to the Committee of the Faculty and Professional Staff.
- (3) Committee shall continually study the policy of the Medical Center and, where necessary, make the appropriate recommendations to the Committee of the Faculty and Professional Staff regarding the evaluation of the Academic performance of students, examination procedures, awarding of honors, and granting of diplomas.
- (4) Manner in which the above functions can best be served is to be decided by the Committee.
- (5) Committee shall consider and act upon new proposals relating to its functions that originate from members of the Medical Center.



## The Committee of Research, Resources, Planning and Budget

### **A. Membership**

- (1) This Committee shall consist of five members, four of whom are the Chairman of the Committee with the same functions in each constituent school and college. The fifth will be a member of the Committee of the DMC [HSCB] Faculty and will be elected by that group. In the event that a constituent school or college does not have a corresponding Committee, it shall provide a member of this Committee by election or appointment.
- (2) The President of Downstate Medical Center [HSCB] and the Presiding Officer of the DMC [HSCB] Faculty and Professional Staff shall be ex-officio members.
- (3) This Committee will be initially convened by the member from the Committee of the DMC [HSCB] Faculty and Professional Staff but will elect its own Chairman at its initial meeting.

### **B. Functions**

- (1) The Committee shall initiate, plan and develop ways and means of securing and maintaining support for research activities of the Faculty of the Medical Center from within the State University system and from external sources and make recommendations to the Committee of the Faculty and Professional Staff.
- (2) The Committee shall periodically review established procedures for the development, support and approval of research activities of the faculty of the Medical Center and make recommendations to the Committee of the Faculty and Professional Staff.
- (3) The Committee shall periodically review the role of established research activity in the context of the entire educational effort of the Medical Center and make recommendations to the DMC [HSCB] Faculty and Professional Staff.
- (4) The Committee shall review the overall fiscal direction of established and proposed educational and related progress of the Medical Center and make recommendations to the Committee of the Faculty and Professional Staff.
- (5) The Committee shall initiate, develop and plan criteria and machinery that will ensure Faculty and Professional Staff participation in the preparation of the Downstate Medical Center [HSCB] Budget and make recommendations to the Committee of the Faculty and Professional Staff.
- (6) The Committee shall periodically review established procedures relating to planning and budget and make recommendations to the Committee of the Faculty and Professional Staff.
- (7) The Committee shall consider and act upon new proposals relating to its functions that originate from members of the Medical Center.

## **The Committee of The Faculty and Professional Staff Personnel Policies**

### **A. Membership**

- (1) The Faculty and Professional Staff Personnel Policies Committee shall consist of five members, four of whom are the Chairman of the Committee with the same functions in the constituent schools and colleges. The fifth will be a member of the Committee of the DMC [HSCB] Faculty and Professional Staff who will be elected by that group.
- (2) The President of the Downstate Medical Center [HSCB] and the Presiding Officer of the DMC [HSCB] Faculty and Professional Staff shall be ex-officio members.
- (3) This Committee will be initially convened by the member from the Committee of the DMC [HSCB] Faculty and Professional Staff who will elect its own Chairman at its initial meeting.

### **B. Functions**

- (1) The Committee shall periodically review all personnel policies pertaining to the DMC [HSCB] Faculty and Professional Staff to ensure consistency with the Policies of the Board of Trustees of the State University of New York.
- (2) The Committee shall develop, recommend, and assist in implementing policies dealing with salary scales, work loads, fringe benefits, Faculty-Administration relations, and related matters in the Medical Center and make recommendations to the Committee of the Faculty and Professional Staff Assembly.
- (3) The Committee shall make recommendations for the preparation and publication of a DMC [HSCB] Faculty Handbook in accordance with Article EX, Title A, Paragraph 3 of the Policies of the Board of Trustees of the State University of New York.
- (4) The Committee shall cooperate with Administration in setting standards for Academic and Professional qualifications of the Faculty and Professional Staff and in formulating procedures for promotion and tenure.
- (5) The Committee will determine standards which will develop and maintain an atmosphere of freedom, commitment to academic inquiry and respect for academic rights of others.
- (6) The Committee will develop with Administration authorities a mechanism to prevent and review breeches of the institutional obligation to protect academic freedom, including freedom to teach.
- (7) The Committee will assist in the development of standards for student responsibility toward the right to teach and be taught, and in the development of procedures to review and correct breeches of these standards.
- (8) The Committee shall consider and act upon new proposals relating to its functions that

## The Committee of Nominations, Elections and Ballots

### **A. Membership**

- (1) This Committee shall consist of five members, four of whom are the Chairman of the Committee with the same function in each constituent school and college and the fifth the Presiding Officer of the Faculty and Professional Staff of the Downstate Medical Center [HSCB].
- (2) This Committee will be convened by the Presiding Officer of the Faculty and Professional Staff of the Downstate Medical Center [HSCB] but will elect its own Chairman at its initial meeting.
- (3) The President of the Downstate Medical Center [HSCB] shall be an ex-officio member.

### **B. Functions**

- (1) It shall be the responsibility of the Committee to attempt to recommend two or more candidates for the Office of Presiding Officer, Assistant Presiding Officer, Secretary and Senators of the DMC [HSCB] Faculty and Professional Staff.
- (2) There shall be no more than 75% of the nominees from any one School or College of the Center amongst the candidates named for each of the above elective offices.
- (3) Nominations of candidates other than those recommended by the Committee may be made from the floor of the DMC [HSCB] Faculty and Professional Staff Assembly at the time the Committee presents its recommendations.
- (4) At the April-May meeting of the DMC [HSCB] Faculty and Professional Staff Assembly, the Committee shall present its list of nominees for all pending vacancies. Within one month subsequent to the April-May meeting of the DMC [HSCB] Faculty and Professional Staff Assembly; the Committee shall mail to each voting member of the DMC [HSCB] Faculty and Professional Staff a ballot listing all the nominees (including those nominated from the floor) for the various pending vacancies. From the date of mailing, two weeks shall be allowed for the return of the ballots to the Committee, immediately, at the expiration of this period, the Committee shall tabulate the vote and report the results to the President of the Center, the Secretary of the DMC [HSCB] Faculty Assembly and the Presiding Officer of the DMC [HSCB] Faculty Assembly and to Schools, Colleges and Affiliated Institutions through the Office of Public Relations and the use of bulletin boards.
- (5) Additional responsibilities of the Nominations, Elections and Ballot Committee shall include the following:
  - a. Supervise any special elections.
  - b. Ensure that specified faculty representatives to the various standing Committees of the DMC [HSCB] Faculty and Professional Staff Assembly and the appropriate Committees be elected and to inform the Assembly and the Committees of the results.
  - c. Ensure that specified student representatives to the Educational Policy and Curriculum Integration Committee be elected and to inform that Committee of the results.
  - d. To keep an up-to-date listing of membership of all DMC [HSCB] Faculty and Professional Staff

Assembly Standing Committees and to have it available to the Library for use and inspection by the Faculty and Professional Staff.

- e. To supervise the counting of all mail ballots for elective offices.
- f. To supervise the counting of all mail ballots on resolutions as described in Article III,

### **The Committee of Bylaws**

#### **A. Membership**

- (1) This Committee shall consist of five members, four of whom are the Chairman of the committee, with the same functions in each constituent school and college. The fifth will be a member of the committee of the DMC [HSCB] Faculty and Professional Staff and will be elected by that group.
- (2) The President of the Downstate Medical Center [HSCB] and the Presiding Officer of the DMC [HSCB] Faculty and Professional Staff Assembly shall be ex-officio members.
- (3) This Committee will be initially convened by the member from the committee of the DMC [HSCB] Faculty and Professional Staff but will elect its own Chairman at its initial meeting.

#### **B. Functions**

- (1) The Committees shall periodically review the Bylaws of the Faculty and Professional Staff of the Downstate Medical Center [HSCB] to determine whether such bylaws are consistent with the Policies of the Board of Trustees of the State University of New York and make recommendations to the Committee of the Faculty and Professional Staff.
- (2) The Committee shall initiate, develop and plan necessary amendments for revisions to the bylaws of the Center and consistent with the Policies of the Board of Trustees of the State University of New York and make recommendations to the Committee of the Faculty and Professional Staff.
- (3) The Committee shall assist the Faculties of the Schools and Colleges of the DMC [HSCB] to ' develop and/or revise their bylaws so as to achieve consistency with the bylaws of the DMC [HSCB] Faculty and Professional Staff within one year of the adoption.
- (4) The Committee shall consider and act upon new proposals relating to its functions that originate from members of the Medical Center.
- (5) This Committee shall periodically consider the fairness of the distribution membership on the Committee of the DMC [HSCB] Faculty and Professional Staff and recommend changes when necessary.

## **The Committee of Library**

### **A. Membership**

- (1) This Committee shall consist of eight voting members. A chairman shall be elected by the centerwide faculty assembly. Five members shall be elected by their respective schools or colleges (one from the College of Health Related Professions, one from the Graduate School, one from the College of Nursing, and two from the College of Medicine, one from the basic sciences and one from the clinical departments. The seventh voting member shall be the Director of Libraries, and the last member shall be one person from the library, elected by the staff of the library.
- (2) The term of service for the Chairman and each member shall be two years, and members may be re-elected.
- (3) The Presiding Officer of the DMC [HSCB] Faculty and Professional Staff shall be an ex-officio member. In the case of a tie, the Presiding Officers may cast a vote.

### **B. Functions**

- (1) The Committee shall meet a minimum of four times a year and periodically review policies relating to the Library and make recommendations to the Centerwide Committee of the Faculty and Professional Staff.
- (2) The committee shall periodically review established procedures relating to the Library and make recommendations to the Committee of the Faculty and Professional Staff.
- (3) The Committee shall consider and act upon new proposals relating to its functions that originate from members of the Medical Center.
- (4) The Committee shall advise the Commission on the Joint Library to consider and act on any changes of policies.

**ARTICLE V**

**STANDING COMMITTEES OF THE CONSTITUENT SCHOOLS OR  
COLLEGES OF THE DMC [HSCB]**

There shall be the following standing committees or subcommittee within each school or college of the center in addition to any other committees which may be appropriate for each unit. The membership and functions of each committee will be specified by the individual school or college.

- (a) Curriculum.
- (b) Faculty Personnel Policies (including provisions for appointment of College Officers in accordance with Articles IX and XH of the Policies of the Board of Trustees of the State University of New York).
- (c) Committee on Academic and Professional Qualifications.
- (d) Budget.
- (e) Nominations and Elections.
- (f) Bylaws.

**ARTICLE VI**

**GENERAL RULES FOR ALL STANDING COMMITTEES OR SUBCOMMITTEES OF THE  
DMC [HSCB] FACULTY AND PROFESSIONAL STAFF ASSEMBLY**

- (a) Each member of any Committee shall be entitled to one vote at meetings of the Committee.
- (b) A quorum shall consist of the majority of Faculty and Professional Staff members of the Committee.
- (c) Unless otherwise specified in these Bylaws, each Committee shall annually elect a Chairman and any such officers at the Committee shall deem necessary from among its members. The Officers shall be eligible for reelection.
- (d) The term of office of committee members shall be determined by the constituent schools or colleges.
- (e) Each Committee shall hold its initial meeting as soon as practicable after the beginning of the Academic year in the month of September.
- (f) All Committees shall be responsive to inquiries, recommendations or communications from the Faculty, Administration, and appropriate Student Committees of the Medical Center.
- (g) The Committees shall make full use of appraisal and recommendations of appropriate Committees of the various schools or colleges of the Medical Center, including recognized student groups.

- (h) The Chairman of Committees shall appoint from among the voting and non-voting members of the Faculty of the individual schools or colleges, and when appropriate, from the student body, those subcommittees that will best enable the Committee to carry out its responsibilities. When areas of specific concern to individual departments, disciplines or subjects of divisions, within or without the respective schools or colleges are involved, the subcommittee shall have, when necessary, at least one representative from the affected area included in its membership.
- (i) The Committees or subcommittees shall conduct publicly announced open hearings when necessary, at which time interested parties shall be given an opportunity to set forth their views. Two weeks prior notice shall be given for such hearings. The Office of Public Relations of the Medical Center shall be asked to employ all means at its disposal to publicize the hearings within the schools and colleges and the affiliated institutions and hospitals. Bulletin board notices at the schools and colleges and affiliated institutions and hospitals shall be fully utilized.
- (j) A minority shall be entitled to submit a report at the time that a Committee makes its report.
- (k) Copies of reports and the texts of passed resolutions shall be submitted by the individual schools or colleges of the Center to the Secretary of the Committee of the DMC [HSCB] Faculty and Professional Staff at the time they are submitted to or passed by their duly authorized bodies.

## ARTICLE VII

### ELECTIONS

Item 1 - The voting members of the DMC [HSCB] Faculty and Professional Staff Assembly shall be eligible for election as, and entitled to cast a mail ballot for, Presiding Officer, Presiding Officer Elect, Secretary, Senators and Alternate Senators of the DMC [HSCB] Faculty Assembly. A voting member shall cast only one vote in any Center-wide ballot, but can vote in each of the schools in which he may hold an appointment in "local" balloting.

Item 2-The Nomination of candidates, election and counting of ballots for each of the above-named offices of the DMC [HSCB] Faculty and Professional Staff shall be carried out as described in Article IV, Section E, Item 4b.

Item 3 - All positions on standing Committees of all Faculty and Professional Staff Assemblies shall be filled by election or by appointment by an elected Faculty and Professional Staff Committee except that for Director of Libraries on the Library Committee and the members of the Joint-Library Commission.

Item 4 - The voting members of the DMC [HSCB] Faculty and Professional Staff will be eligible for election to Committees or Subcommittees of DMC [HSCB] Faculty and Professional Staff Assembly except in the case of the Committee on Academic and Professional Qualifications where special conditions may prevail in each college or school.

Item 5 - The schools or colleges are composed of several identifiable groups or disciplines (e.g. "Basic and Clinical"). There shall be equal representation where possible on a standing committee

or committee of the DMC [HSCB] and in no case more than a majority of one for any one discipline.

Item 6 - The individual holding a joint appointment may not serve as a representative of more than one school or college on a standing committee or subcommittee of the DMC [HSCB].

Item 7 - The names of elected officers and Committee members of DMC [HSCB] Committees shall be announced prior to the end of the academic year and they shall serve for the ensuing years beginning the following September 1.

Item 8 - If a member of a standing Committee or subcommittee cannot serve his full term, the Chairman of the Committee shall request an appointment from the appropriate school of a protein member to serve on the Committee for remainder of the term.

## ARTICLE VIII

### AMENDMENTS TO THE BYLAWS

#### Item 1 - Presentation of Amendments

Proposals to amend these Bylaws must be made on the written petition of twenty-five members of the voting faculty of the Medical Center to the Presiding Officer of the DMC [HSCB] Faculty at least four weeks before discussion at a DMC [HSCB] Faculty and Professional Staff Assembly meeting or by majority vote of the Committee of the DMC [HSCB] Faculty and Professional Staff. The Secretary of the DMC [HSCB] Faculty Assembly shall be responsible for the distribution of the text of the proposed amendment to the voting Faculty of the Center at least two weeks before discussion at the DMC [HSCB] Faculty and Professional Staff Assembly meeting.

#### **Item 2 - Method of Voting on Amendments**

- (a) Within two weeks of termination of discussion on an amendment, a secret ballot (accompanied by the text of the final proposed amendment and when appropriate, the text of the existing Bylaw, it seeks to supersede) shall be sent by the Secretary of the DMC [HSCB] Faculty and Professional Staff Assembly to members of the Voting Faculty. The ballots shall be counted by the Nomination, Elections, and Ballot Committee and the result of the Medical Center and its Affiliated Institutions via the resources of the Office of Public Relations and bulletin board. The result of the vote and the count shall be made available within two weeks of the mailing of the ballot. The text of passed amendments shall be transmitted to the Board of Trustees, Chancellor and Provost of the State University of New York, the University Senate, the President of the Center, the Dean and Associate Deans of Affiliated Institutions.
- (b) These Bylaws may be amended by approval of two-thirds of the votes cast.
- (c) An amendment to these Bylaws shall go into effect immediately upon its adoption unless the motion to adopt specifies a time for its going into effect or the DMC [HSCB] Faculty and Professional Staff Assembly has previously adopted a motion to that effect.



**APPROVED AMENDMENTS TO**

**DOWNSTATE MEDICAL CENTER [HSCB] FACULTY AND  
PROFESSIONAL STAFF ASSEMBLY BY-LAW**

Article III, Section R, Item 1

**Amendment I**

The officers of the Downstate Medical Center [HSCB] Faculty and Professional Staff shall consist of a Presiding Officer, a Presiding Officer Elect and a Secretary. The Secretary and Presiding Officer Elect shall be elected annually and their names shall be announced prior to the end of the academic year. The Presiding Officer Elect shall assume the office of Presiding Officer automatically at the expiration of the Presiding Officer's term or whenever that office becomes vacated. The first year this amendment is in force, the Presiding Officer shall be elected according to the previous by-laws. Subsequently, the Presiding Officer shall be succeeded by the Presiding Officer Elect.

**Amendment II**

In all places in the By-Laws where the term "Assistant Presiding Officer" is used, the term "Presiding Officer Elect" shall be substituted.

**Amendment III**

Elections for Presiding Officer, Presiding Officer Elect, Secretary, Senators and Alternate Senators shall be decided by a plurality of the votes cast. This amendment is not intended to supercede the voting procedures of the constituent colleges.

**AMENDMENTS TO THE BYLAWS  
OF THE  
DOWNSTATE MEDICAL CENTER [HSCB] FACULTY AND  
PROFESSIONAL STAFF ASSEMBLY**

Section B, Item I, Amendment I - Reads now:

The Officers of the Downstate Medical Center [HSCB] Faculty and Professional Staff shall consist of a Presiding Officer, a Presiding Officer Elect and a Secretary. The Secretary and Presiding Officer Elect shall be elected annually and their names shall be announced prior to the end of the academic year. The Presiding Officer Elect shall assume the office of Presiding Officer automatically at the expiration of the Presiding Officer's term or whenever that office becomes vacated. The first year this amendment is in force, the Presiding Officer shall be elected according to the previous bylaws. Subsequently, the Presiding Officer shall be succeeded by the Presiding Officer Elect.

**NEEDED TO READ:**

**Amendment are underlined**

The Officers of the Downstate Medical Center [HSCB] Faculty and Professional Staff shall consist of a Presiding Officer, a Presiding Officer Elect and a Secretary. The Secretary and Presiding Officer Elect shall be announced prior to the end of the [biennium] and their names shall be announced prior to the end of the academic year. The Presiding Officer Elect shall assume the office of Presiding Officer automatically at the expiration of the Presiding Officer's term or whenever that office becomes vacated. The first year this amendment is in force, the Presiding Officer shall be elected according to the previous bylaws. Subsequently, the Presiding Officer shall be succeeded by the Presiding Officer Elect This January 1977 amendment regarding [biennium]\* election will be effective starting with spring elections 1977.

**Amendment II**

Section E, Item 1, Part I (p.7) - Reads now:

The Educational Policy and Curriculum Integration Committee shall consist of eleven members. These will consist of the Chairman and one other member of the Committee with comparable responsibilities in the College of Medicine and the Chairman of the Committee with comparable responsibilities in the order constituent schools and colleges. In addition, there will be a member from the Committee of the DMC Faculty and Professional Staff (elected by that group, two student members from the College of Medicine and one student member from each of the other constituent colleges and schools.

**Proposed: ARTICLE IV, SECTION E, ITEM 5: LIBRARY COMMITTEE**

**A. Membership**

1. This Committee shall consist of eight voting members. A Chairman who shall be elected by (be Centerwide Faculty Assembly. Five members shall be elected by their respective schools or colleges. One from The College of Health Related Professions, one from The Graduate School and one for The College of Nursing. The College of Medicine shall have two members, one • from The Basic Sciences and one from The Clinical Departments. The seventh voting member shall be the Director of Libraries and the last member shall be one person from the library, elected by the members of The Library.
2. Term of service for the Chairman and each member shall be two years and members may be reelected.
3. The Centerwide Presiding Officer of The DMC Faculty and Professional Staff shall be an ex-officio member. In instances of a tie, The Presiding Officer may cast a vote.

**B. Functions**

1. The Committee shall meet a minimum of four times a year and periodically review policies relating to the Library and make recommendations to the Centerwide Committee of the Faculty and Professional Staff.
2. The Committee shall consider and act upon new proposals relating to its functions that originate from the Centerwide Committee.